Administrative Services Office

Department of Emergency & Military Affairs

Human Resources
Risk Management
Employee Benefits
State Active Duty
Invitational Travel Orders
Family Assistance Fund
Notary Services





5636 East McDowell Road Phoenix, Arizona 85008

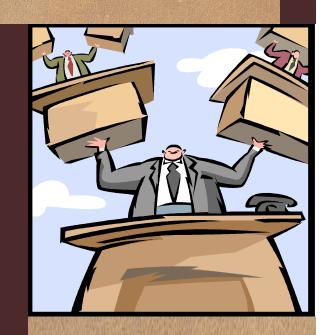
(602) 267-2807 fax (602) 267-2954

DSN 853-2807 www.azdema.gov

Administrative Services Office

STATE HUMAN RESOURCES OFFICE

RISK MANAGEMENT



What's the Office About?



The Administrative Services Office of the
Department of Emergency & Military Affairs
provides properly trained employees to perform the
work needed to accomplish the mission of the
Department. It is also provides adequate personnel
support to free all functional sections from
personnel administrative tasks. The Administrative
Services Office is responsible for ensuring that all
actions concerning covered state employees are in
accordance with ADOA Personnel Rules. This
office is also responsible for all actions concerning
non-covered employees.

- Danielle J. Salomon, MBA

 Administrative Services Officer
 (602) 267-2731

 Danielle.Salomon@azdema.gov
- Sandra Witt

 Administrative Assistant
 (602) 267-2807

 Sandra.Witt@azdema.gov

 Notary Services, Assist with walk-ins.

Risk Management and Loss Prevention

Risk management entails organized activity to manage uncertainty and threats. It involves people following procedures and using tools in order to ensure conformance with risk management policies. Handling everything from Risk Management, OSHA training, Workers' Compensation, and more. This section of the Administrative Services Office provides the help DEMA employees and managers need to keep the workplace safe.

Mike Tapia
Risk Manager
(602) 629-4285
Mike Tapia@azdema.gov

Hours of Operation
Monday-Friday 8:00 a.m. – 5:00 p.m.

Location
Papago Park Military Reservation
M5101, Room E-7

State Human Resources Office

The State Human Resources Office is part of the Administrative Services Office and deals with human resource issues. The State Human Resources Office is responsible for all of the personnel actions for DEMA State and State Active Duty (SAD) employees.

■ Ward B. Gibbard, SPHR
Human Resources Manager

(602) 267-2642 Ward.Gibbard@azdema.gov Providing guidance on Classification & Compensation, Employee Relations, Compliance, Staffing, & FMLA.

■ Sheri L. Gates

Human Resources Coordinator (Camp Navajo) (928) 773-3300
Sheri.Gates@campnavajo.com
Located at Camp Navajo assisting employees & managers with day-to-day personnel issues including Strategic Planning, Recruitment, & Leaves of Absence.

■ Renee Stewart

Administrative Assistant (Camp Navajo) (928) 773-3245
Renee.Stewart@campnavajo.com
Located at Camp Navajo providing Notary Services,
Assist with walk-ins, & Leaves of Absence.

■ Nichole V. Fortson

Human Resources Generalist (Headquarters) (602) 267-2993
Nichole.Fortson@azdema.gov
Assisting employees & managers at Papago Park & Marana with Benefits, Recruitment, Personnel Actions, & Leaves of Absence.

■ Margaret M. O'Connell

Human Resources Generalist (Satellites) (602) 267-2808
Margaret.O'Connell@azdema.gov
Assisting employees & managers at Project
ChalleNGe, 161st ARW, 162nd FW with Benefits.
Recruitment, Personnel Actions, &
Leaves of Absence.